

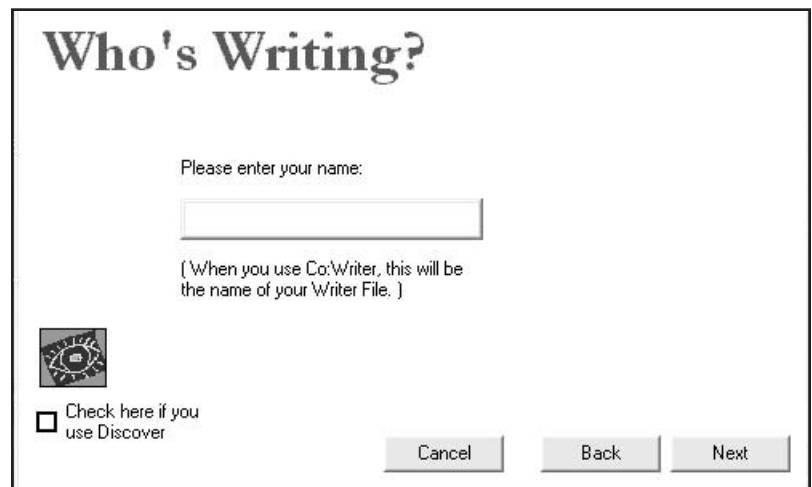
CO:Writer 4000 : Getting Started

Co:Writer 4000 is a grammar smart word coach that is designed to help students build better sentences. It is a writing assistant with intelligent word prediction, designed to help students complete and correct sentences with very few keystrokes. CO:Writer 4000 is used along with a wordprocessing program or other text-based application.

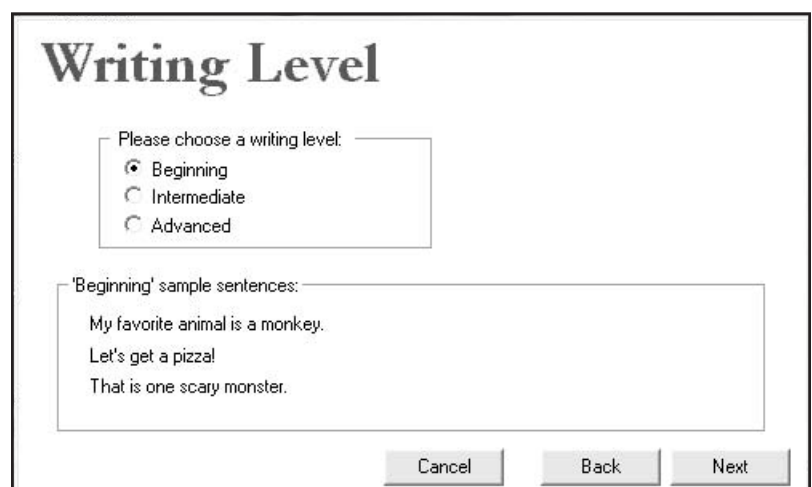
1. Start up Co:Writer 4000 by accessing the Getting Started program in the Co:Writer 4000 program group list.



2. If you have already used CO:Writer 4000 and have previously created a writer file you can click on this button and select your writer file from the list. If you are using Co:Writer 4000 for the first time click on the next button to create a writer file. Enter your name in the name field and click on next.



3. Select the appropriate writing level. Note that if you select a radio button beside a level, sample sentences will appear in the box below. After selecting the appropriate writing level, click on the next button.



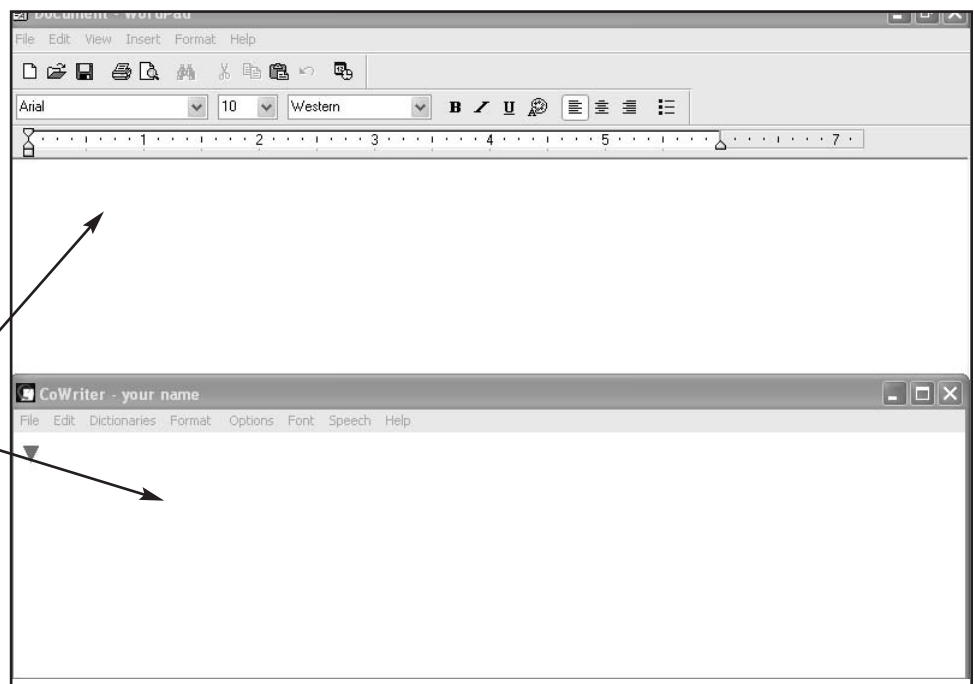
4. Select the appropriate support level. Note that if you select a radio button beside a level, a more detailed explanation will appear in the box below. After selecting the appropriate support level, click on the next button.



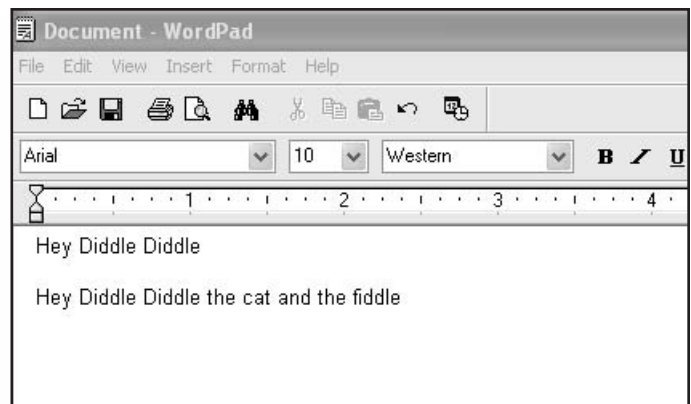
5. Co:Writer 4000 is design to be used with a word processing program or another text based application. For this session select **Use with Wordpad** and click OK.



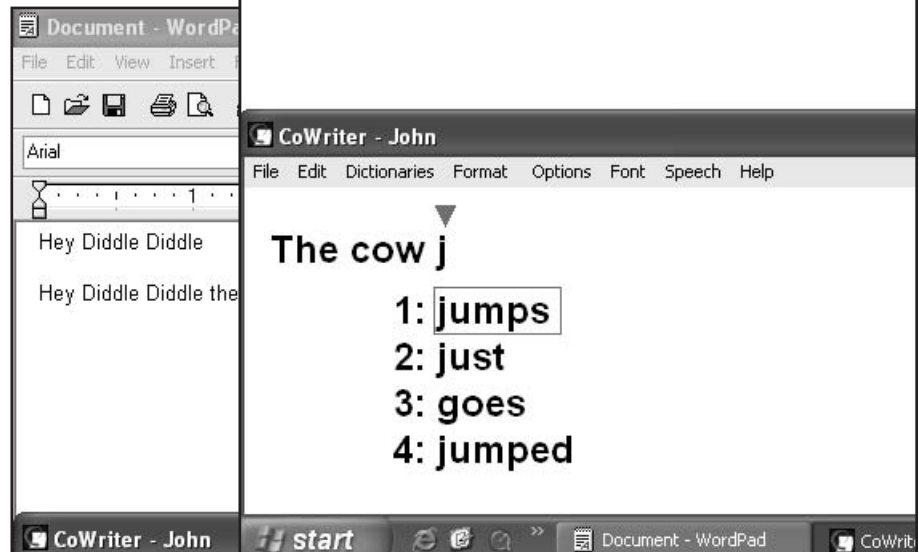
6. You enter one sentence at time in Co:Writer. At the end of the sentence tap the enter key or a punctuation symbol to send it to the connected test based software application.



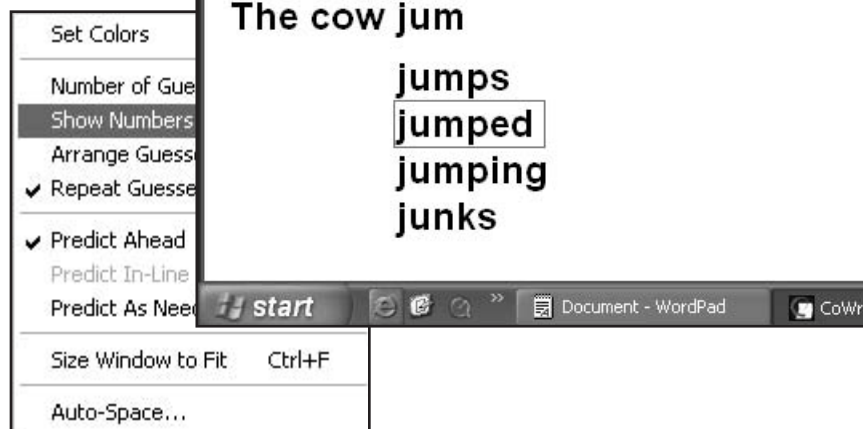
7. As a sentence is typed in Co:Writer a predicted word can be selected from the list below.. If numbers are listed before the words, select a word by typing the number.



8. If numbers are not shown before the predicted words scroll down the list with arrow keys and select a word by tapping the space bar. At the end of the sentence send it to the text based application by tapping the enter key or a punctuation symbol.



9. Numbers before the predicted words can be shown or hidden by accessing this feature in the format menu.

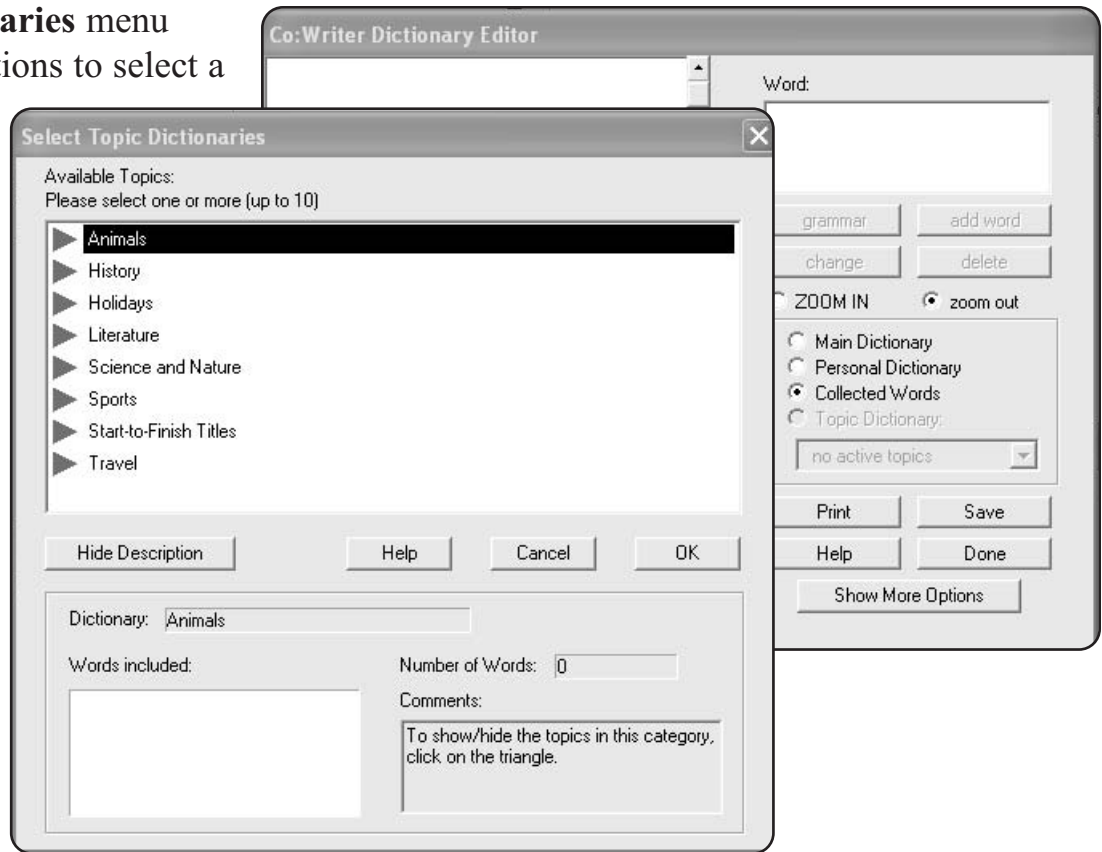


10. If the Co:Writer screen is not visible on your monitor, look for the Ready palette as shown on the right for activation instructions. The default wakeup key is the +/- key but this can be set using the menu sequence : **Options** > **Wakeup Key**....



11. Note that the right arrow key on the keyboard can be used to display more word predictions while the left arrow key will erase the last word.

12. The **Dictionaries** menu provides options to select a topic dictionary or edit a dictionary.



13. Talk Mode, which can be activated under the Options menu, can be used as a communications tool. In Talk Mode the sentences are not sent to a text based application
14. When the session is complete exit Co:Writer using the menu sequence : **File** > **Exit**. Save you document from the text based application before ending your session with that application.



15. The next time you start up Co:Writer in a standalone installation the previously used writer file will be loaded. If you start up Co:Writer 4000 by accessing the Getting Started program in the Co:Writer 4000 program group list you will be able to select a writer file from a list by clicking on the “I already have a writer file” button.

I already have a writer file

